

MSLF 2015-2016 Committee Descriptions

Welcome Parent Social

This committee is responsible for organizing the Parent Social. The chairs are responsible for recruiting volunteers, decorating and shopping for refreshments. Set-up and clean-up are also required. A budget is allotted. This committee will work closely with the Development Director.

Spirit Week

This committee recruits volunteers to help with each day of the week's events. Sub-committee positions include, but are not limited to communications, set-up and clean-up of events, organizing volunteers for events, shopping, decorating and participating as needed. A budget is allotted.

Fall Fest

This committee recruits volunteers to help with planning activities and organizing volunteers for Fall Fest. Set-up, clean-up and shopping are also required. A budget is allotted.

Grandparents Day

This committee is responsible for recruiting volunteers to decorate, set-up and clean-up the Multi-Purpose Room. Responsible for communicating with other volunteers to organize food and drinks for the event. Budget allotted. This committee will work with the Development Director.

The Whoot!

This event Kicks off the Annual Benefit! Committee Chairs will be selling benefit tickets at this event for "early owl" pricing. This committee is responsible for recruiting volunteers, communicating, organizing food, and decorations according to the theme of the party that is determined by the committee. The Committee will be consulting with Benefit Chair so that the theme of The Whoot! coincides with the theme of the Benefit. Budget allotted. This committee will work with the Development Director and the Chair of the Benefit.

School Picnic

This committee is responsible for recruiting volunteers and organizing volunteers, decorations, food and beverage. Also responsible for set-up and clean-up of the event. Budget allotted. This committee will work with the Development Director.

Parent Coffee

This committee helps to set-up and attends a monthly Parent Coffee meeting, a casual, social gathering for new and current parents. This gathering will be an opportunity to meet and welcome new families to MSLF in a casual atmosphere. This committee will work with the Development Director.

Annual Appeal

This committee is responsible for working with the development committee to determine a goal for the Annual Fund. Committee members that served in previous years and the Development Committee will work closely with the Chairs, Development Director and Executive Director to send out communications, update the community on reports and alumni outreach. To maximize the efforts of this committee Chairs should remain for a two-year cycle.

Annual Benefit

This committee is responsible for the main fundraising effort for the school. The Chairs will work with volunteers to determine sub committees such as decorations, invitations, communications, procuring silent and live auction items, food and beverage, and classroom projects. The committee will work closely with the Development Committee, Development Director and Executive Director.

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Book Fair

The members of this committee will be responsible for organizing, promoting, set-up and close down of the event. Committee will work with Development Director and the staff at Lake Forest Book Store.

Photos for Yearbook

This committee works throughout the year to take and collect images of our school and events for the annual school yearbook. Committee will work with the Development Director.

Classroom Projects for Annual Benefit

This committee will work with the Teacher and Room Parents to create a classroom project that will be auctioned off at the Benefit on April 30, 2016. This committee is responsible for creating a project that supports the benefit theme, shopping for supplies, working with children and completing the project by April 15, 2016. MSLF will reimburse for supplies bought within the approved budget. The Project will be displayed in the rotunda two weeks prior to the Benefit for the MSLF community to view.

Classroom holiday projects

This committee will work with the Teacher and Room Parents on classroom projects throughout the year, for major holidays (winter holidays, Mother's Day, Father's Day, etc.)

Teacher Appreciation Week (May)

This committee is responsible for recruiting volunteers and scheduling activities during Teacher Appreciation Week to thank the MSLF teachers and Staff. Committee will work with the Head Room Parent and Development Director.

Picture Day (October)

This committee assists the teachers by recruiting and scheduling volunteers to help on these days. Volunteers mainly assist with facilitating student's movement between pictures. This committee will work with the Development Director.

Room Parent

Room parents, at the direction of the teacher, serve as the liaison between the teacher and the parents on such matters as classroom communications, integrating/welcoming new families, Benefit projects, special events (school & classroom specific), and other classroom needs as requested by the teacher.

Carpool

This committee runs all school year long. Volunteers are needed each morning to greet children at carpool and take them out of their cars. Safety issues will be discussed with volunteers.

Alumni Relations

This committee helps with alumni outreach. Works with the Development Director.

Parent Ambassador

The Parent Ambassador Program helps new families integrate quickly into the MSLF community by pairing incoming families with established families. These "Ambassador Families" welcome new families to the school, introduce them to other families, and answer any questions they might have.

Share Your Photos

New this year! Share your photos. Simply send photos taken at school events to the Development Director.

Got an Hour?

New this year! Even if you only have an hour to give- Please sign up for our "Got an Hour" campaign! This allows you to help out at school or take a project home and help out when you can without being assigned to a specific committee.